



CALIFORNIA WING OPERATING INSTRUCTION 34

21 June 2010

Inspection

SUBORDINATE UNIT INSPECTIONS

Purpose

CAP Regulation 123-3 provides wings with flexibility in establishing the responsibility for conducting and frequency of Subordinate Unit Inspections (SUI). Further, Paragraph 12b(2) ties annual unit self-assessments to the frequency selected. This Operating Instruction documents the policy for California Wing.

Policy

1. It is the policy of California Wing, to conduct SUIs on a 24 month cycle effective 1 Jun 2010. The requirement for annual unit self-assessments is thereby terminated.
2. Inspection of flights and squadrons is delegated to the assigned group Assistant Inspector General (IGA), while each group headquarters will be inspected by CAWG/IG.
3. Inspection reports will be accomplished by electronic means and transmitted electronically to the inspected unit. Reports will be retained by the inspecting headquarters. A copy of each flight and squadron report will be forwarded to the CAWG/IG.
4. Unit responses to findings will be processed and distributed in the same manner as the inspection report.
5. During the transition period, units more than 24 months into the previous 36 month cycle will be required to have a current self-assessment on file in the unit and with the next higher headquarters until their next scheduled SUI.
6. Although self-assessments are no longer required, new unit commanders are urged most strongly to perform a self-assessment on their new command using the SUI guide available on the Inspector General / Inspections page of the CAP National HQ website, currently <http://www.capmembers.com/>.
7. A master SUI schedule will be maintained by the CAWG/IG, based on input from each group Assistant IG and Commander. The schedule should be planned for the current year and next two years. The format should include the date of the most recent SUI, and the projected date for the next SUI. Dates in the format of Month/Year are acceptable until 90-120 days before the inspection, at which time the schedule should be revised to include a specific Day.